

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Automotive Machinist****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Produces specialized parts and tools and performs specialized machine work. Rebuilds gas and diesel engines.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Produces specialized parts and tools by operating specialized machines, such as a metal lathe, a milling machine, and a honing machine.
2	H	Rebuilds gas and diesel engines by removing engine, disassembling it, replacing with new parts, reassembling, and reinstalling.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three years experience as a Machinist.
Certifications and Other Requirements	Valid CDL Driver's License (Class A)
Reading	Work requires the ability to read heavy equipment repair manuals and work orders.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general repair and maintenance notes.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires team involvement and development.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Operation of machine shop equipment
Sitting	R	Some welding and axle work
Walking	F	Within shop, collect work materials, part retrieval
Lifting	F	Equipment parts, metal materials, tools
Carrying	F	Equipment parts, metal materials, tools
Pushing/Pulling	F	Equipment parts, metal materials, tools
Reaching	F	Equipment parts, metal materials, tools
Handling	F	Equipment parts, metal materials, tools, machinery, vehicles
Fine Dexterity	F	Welding and some specialized equipment
Kneeling	F	Equipment repair or replacement, machine operation
Crouching	F	Equipment repair or replacement, machine operation
Crawling	F	Equipment repair or replacement
Bending	F	Equipment repair or replacement, machine operation
Twisting	F	Equipment repair or replacement, machine operation
Climbing	F	Ladder
Balancing	F	On ladder
Vision	C	Welding, operation of equipment, equipment repair and replace, driving,
Hearing	C	Telephone, co-workers, meetings, machinery
Talking	C	Telephone, co-workers, meetings
Foot Controls	F	Tig welding, driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Metal lathes, breaker lathes, milling machines valve grinding machine, resurfacing machine, boring machine, drill and drill press,, pin press, welding machine, slick mig tig welders, plasma cutter, torches, metal shear- head surfer, computer, Standard Microsoft Windows and Office software, telephone, Faster software (specialized fleet management package)

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	S
Electrical Hazards	W	Noise and Vibration	D
Fire Hazards	D	Fumes and Odors	D
Explosives	W	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	D
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	X
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, safety shoes, ear plugs/protection, welding shields, welding PPE, safety shoes

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)